



RFI Details

State of Tennessee Sourcing Event

Event ID	Format	Type	Page
33701-0000007667	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	RFI Document Management System - TDL&WD		
Start Time	Finish Time		
12/20/2013 13:02:26	12/27/2013 14:00:00		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Douglas Whitcomb
Phone: 615/741-3856
Email: Douglas.Whitcomb@tn.gov

Event Description

PRE-BID CONFERENCE NOTIFICATION

Pre-Bid Meeting Time: Decemeber 27, 2013 at 2:00 PM.

Contact Douglas Whitcomb at 615-741-3856

If you are unable to attend but would like to call into the meeting please follow instructions bellow

For callers in the 615 area code, call 253-8313.

For callers outside the 615 area code, call 1-855-543-5040.

The first person who calls, whether it is the host or a participant, will get a ring until the 2nd person calls. Once the 2nd person calls, the two participants will be connected. Each successive participant will be joined with the existing participants.

Contact Douglas Whitcomb. Phone Number: 615-741-3856

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to http://state.tn.us/generalserv/purchasing/for_bidders.html. Click on the link that says Bid Opportunities and log in with your vendor ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information.

Request for Information (RFI)
Conference: Pre-Bid Conference

Title: Document Management System
Pre-Bid Conference: 12/27/2013 at 2:00PM (CDT)

Location:
Department of General Services
Central Procurement Office
Conference Room K
Tennessee Tower, 3rd Floor
312 Rosa L. Parks Blvd
Nashville, TN 37243

If you have questions, please call the Central Procurement Office's main number at (615) 741-1035 and ask for Douglas Whitcomb

Factor Summary

Question	Response
All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:	

List the Service Organization:
List the Service Organizations Address:
List the Area(s) in TN that the Service Organization will Service:
List the Service Organizations Phone Number:



RFI Details (cont.)

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List the Service Organizations Toll Free Number:

List the Service Organizations Pager or Cell Phone:

List the Service Organizations Fax Number:

List the Service Organizations Email Address:

List the Service Organizations Website:

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" No Column

Response Comments

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative

List the Technician/Service Representative Address

List the Technician/Service Representative Phone Number

List the Technician/Service Representative Toll Free Phone Number

List the Technician/Service Representative Pager or Cell Number

List the Technician/Service Representative Email Address

List the Technician/Service Representative Website

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No



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Response Comments

Question	Response
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Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
List the Sub-Contractor's Address
List the Sub-Contractor's Contact Person
List the Sub-Contractor's Phone Number

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No



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Response Comments

Question	Response
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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column Yes

Response Comments

How many days after receipt of purchase order will it take you to deliver this item?

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

What is the Brand/Model you are Bidding?

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under local, state or federal law?

Note: If answering "yes", describe using additional pages and attach to this bid.



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Email: Douglas.Whitcomb@tn.gov

No

Response ReYes Ideal Response: If "Yes" - Bid Response Must Match Entry

Response Comments

Question	Response
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Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

B. A federal, state, or local government suspension or debarment, rejection of any bid or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement?

Note: If "yes", describe using additional pages and attach to the bid.

Response Required:

Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column

No

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

C. Any federal or state determination of a violation of any public works law or regulation, or labor law or regulation, or HIPAA, or any OSHA violation deemed "serious or willful?"

Note: : If "yes", describe using additional pages and attach to the bid.

Response Required:

Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column

No

Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

D. A federal, state, or local government suspension or revocation of any occupational or professional license, certificate, registration or permit, or the voluntary submission of same in connection with any governmental disciplinary action, or the governmental imposition of a civil penalty or fine?

Note: If "yes", describe using additional pages and attach to the bid.

Response Required:

Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column

No



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Response Comments

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Question	Response
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Please confirm that your bid includes one year maintenance agreement

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

Response Comments

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RFI Details (cont.)

State of Tennessee Sourcing Event

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Email: Douglas.Whitcomb@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



RFI Details (cont.)

State of Tennessee Sourcing Event

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Phone: 615/741-3856
Email: Douglas.Whitcomb@tn.gov

Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration
ATTN: Vendor Maintenance
Division of Accounts
14th Floor Tennessee Tower
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009



RFI Details (cont.)

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